

Guidelines for the article

We accept research-based articles only.

Title: Write the title in Times New Roman, style: Title (14), bold, center aligned. No period. Limit the number of words to 15, Sentence case

Author(s)

FName Mname Sname¹, FName Mname Sname¹, FName Mname Sname^{1*}

(Do not use titles like Mr, Mrs. Miss Dr., etc)

Affiliation

Include institutional or other address; You may include ORCID Id if you have. Mention the corresponding author's address, email and phone no.

Abstract

Summarize the introduction, problem statement, methodology, findings, and conclusion in 150 to 250 words.

Keywords

Use 5 words; arrange the words in alphabetical order, in sentence case; use the words or phrases that are used in text but not used in the title or abstract.

Main article: (excluding abstract and references): 3000 to 5000 words

Introduction

Give the direct introduction to the subject you are presenting. "Cite as many references as possible". Include the problem statement. Be as informal as possible in this section.

Materials and methods [*Write the sources of the material, and how they were collected*].

Findings and opinion (3 to 10 sub-headings); May include maximum of 3 pictures or figures and 3 tables in total. Use original photographs, graphs and figures.

If you are giving your opinion, either give data from your research or cite good articles from good journals and credible sources.

Lesson learnt/ lessons to learn

What are the take-home messages?

Way forward

What next? Are there any actions to be taken by concerned agencies, individuals, governments, local or international communities or other stakeholders?

Conclusion

End with optimistic messages. Do not repeat what you have already mentioned above.

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Authors' biographies: Mention the expertise and outstanding achievements of each author in 75 to 100 words.

Author 1

Author 2

Corresponding Author (if different than Author 1 and Author 2)

References

[APA format, please follow it strictly: <https://www.stmarys-ca.edu/sites/default/files/attachments/files/apa7threv.pdf>], Cite standard journals and reliable sources.

Space between lines: 2

Font: Times New Roman,

Rest of the document: Font: Time New Roman, 12,

Affiliation and references: Font 10;

Major Headings: Style: Heading 1, font 12 no bold, no underline;

Sub-headings: style: Heading 2; font size 12, italics.

Language: Follow British English uniformly throughout the article.

Grammar:

Person: The recommended use of person is in decreasing order of preference, first person plural (eg we) > First person singular (eg I) > Third person Plural (eg, they, authors, researchers, reporters, scientists etc).

Tense: Simple present and simple past.

Voice: We prefer active voice over passive voice. (Reduce the sentences with passive voice to less than 10 in the text.

Italicise: *non- English words. Give meaning of the words in English in (round parenthesis)*

Scientific names: At the first mention of the name of plants or animals, write their scientific names. Write the scientific name in *italics*.

Tables and figures:

Insert tables, figures, graphs, where you mention at first. Draw the tables within the word document. Write the caption in full (e.g. Table 1.; Figure 1, etc.). Use high resolution pictures. Use original photographs and figures (Original- they should be yours and never published elsewhere, not even in social media)

Supply photographs in JPEG or Tiff format with the correct figure or photo number as cited in the text, separate in attachment.

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In case of confusion, refer to APA Style or our previous articles in [Vol I](#) or [Vol II](#)